January 1986
Vol. 45, No. 1

Office of Personnel Management
Library
Washington, D.C.

Personnel Literature

Personnel Literature is compiled monthly by the U.S. Office of Personnel Management Library as a current awareness service. Included are books, journal articles, and documents received in the OPM Library. Subscription is through the Superintendent of Documents.

Note: The OPM Library does not furnish copies of works cited in Personnel Literature.

Citations are arranged by general personnel management subjects in the Table of Contents. Descriptors follow bibliographic information for each entry. Asterisked descriptors are used as subject terms in the annual index.

Subscription Information

Federal agencies may ride the OPM printing requisition through their printing offices.

Designated U.S. Depository Libraries may select as a free item.

Other subscribers order from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Twelve issues and index, $23.00
(Foreign, $28.75)
Single issue, $2.00
(Foreign, $2.50)
Index issue only, $5.50
(Foreign, $6.88)

Items may be borrowed from the OPM Library by OPM employees and libraries in the Washington, D.C. area only.

TABLE OF CONTENTS

	Item No.
Awards	1
Career Planning	2-5
Career Staffing	6-10
Change, Organizational	11-13
Civil Service, Federal	14-15
Communication	16-22
Compensation	23-37
Consultants	38
Counseling	39-42
Discipline	43-44
Electronic Data Processing	45-49
Employee Conduct	50-53
Employee Health and Medical Care	54-67
Equal Opportunity in Employment	68
Ethics	69-73
Executives	74-75
Executives--Abilities and Characteristics	76-86
Executives--Compensation	87-89
Executives--Health and Medical Care	90
Executives--Recruitment	91
Executives--Responsibilities	92-95
Executives--Training	96-98
Handicapped	99
Health Personnel	100-102
Hours of Work	103-105
Insurance, Health	106
Interchange, Personnel	107
Invasion of Privacy	108
Investigations	109
Job Evaluation	110
Job Satisfaction	111
Job Search	112-113
Labor-Management Relations	114-125
Labor Turnover	126-128
Leadership	129
Management	130-149
Motivation	150-152
Occupations and Occupational Choice	153-155
Older Worker	156-157
Organizational Behavior	158-167
Organizations	168-174
Orientation	175
Overseas Personnel	176
Participative Management	177-180
Performance Evaluation	181-191
Performance Management	192
Personnel Administration	193-200
Personnel Departments	201
Personnel Policies	202-205
Productivity	206-218
Professional Employees	219-222
Public Administration	223-228
Relocation	229
Removal	230
Retirement	231-236
Safety	237-238
Security	239
Supervision	240-246
Tests	247-250
Thought and Thinking	251-256
Training	257-281
Women--Employment	282-284
Work Life	285-288
Workforce Planning	289-291
Youth	292

AWARDS

1-1 Ic26.6 .M28m

Major Federal and non-Federal honor awards, prepared by Incentive Awards Branch, Workforce Effectiveness and Development Group, U.S. Office of Personnel Management. Washington, March 1985. 25 p.

Descriptors: *Awards / *Incentive awards / *Service awards / Federal government.

CAREER PLANNING

1-2

Ballard, D. Michael.

Take the blinders off: job satisfaction does not mean job security. Vital speeches of the day, 52:23-26, October 15, 1985.

Speech delivered to the Public Relations Society of America, 1985 Mid-Atlantic Leadership Conference, Washington, D.C., September 11, 1985.

Descriptors: *Job security / *Job satisfaction / *Public relations specialists--Career opportunities.

1-3

Borgen, Fred H. and others.

Vocational behavior and career development, 1984: a review. Journal of vocational behavior, 27:218-269, October 1985.

Descriptors: *Career planning--Research / *Decision-making--Research / *Literature reviews.

1-4

Hartman, Bruce W. and others.

A study of the predictive validity of the career decision scale in identifying longitudinal patterns of career indecision. Journal of vocational behavior, 27:202-209, October 1985.

Descriptors: *Career planning--Research / *Decision-making--Research.

1-5

Neimeyer, Greg J. and others.

Cognitive structures in vocational development. Journal of vocational behavior, 27:191-201, October 1985.

Descriptors: *Career planning--Research / *Decision-making--Research.

CAREER STAFFING

1-6

Baley, Sandra.

The legalities of hiring in the 80s. Personnel journal, 64:112+, November 1985.

Descriptors: *Career staffing / *Selection--Administration / *Selection--Law and legislation.

1-7

Barrett, Paul M.

The recommendation racket: who do we think we're kidding? Washington monthly, 17:33-37, November 1985.

Descriptors: *Employment references.

CAREER STAFFING (Cont'd)

1-8

Hunger, Barbara.

How to choose a recruitment advertising agency. Personnel journal, 64:60+, December 1985.

Descriptors: *Recruitment--Administration / *Recruitment--Methods.

1-9

Inks, Lawrence.

What managers should know about hiring dislocated workers. Supervisory management, 30:28-31, December 1985.

Descriptors: *Career staffing / *Adjustment (Psychology).

1-10 Ie122 .M14m

McDaniel, Michael A.

A meta-analysis of the validity of training and experience ratings in personnel selection, by Michael A. McDaniel and Frank L. Schmidt. Springfield, Va.: National Technical Information Service, April 1985. 42 p.

Michael A. McDaniel is a personnel psychologist, U.S. Office of Personnel Management.

Descriptors: *Job applicants--Evaluation / *Job applicants--Selection / *Selection--Methods / *Validity--Research.

CHANGE, ORGANIZATIONAL

1-11

McKinnon, D. Kim.

Reaping the real rewards of employee surveys. Training, 22:49-52, November 1985.

Descriptors: *Organization development / *Survey feedback.

1-12

Nicholas, John M. and Marsha Katz.

Research methods and reporting practices in organization development: a review and some guidelines. Academy of Management review, 10:737-749, October 1985.

Descriptors: *Organization development--Research / *Change, Organizational--Research / Literature reviews.

1-13

Oromaner, David S.

Winning employee cooperation for change. Supervisory management, 30:18-23, December 1985.

Descriptors: *Change, Organizational / *Change, Resistance to / Supervisors--Responsibilities.

CIVIL SERVICE, FEDERAL

1-14

Law center urges government test employees for drug abuse. Behavior today, 16:3-4, December 2, 1985.

Descriptors: *Drugs / *Medical and physical examinations / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

1-15
Morse, Marvin H.
A new stride in protecting Federal attorneys. Federal Bar news & journal, 32:288-289, September 1985.
Descriptors: *Attorneys / *Government attorneys / Federal government.

COMMUNICATION

1-16
Crittenden, William F. and Vicky L. Crittenden.
Listening--a skill necessary for supervisory success. Supervision, 47:3-5, December 1985.
Descriptors: *Listening / *Supervisors--Responsibilities.

1-17
Horton, Thomas R.
Unblocking the channels of communication. Management review, 74:3, December 1985.
Descriptors: *Communication / *Communication in personnel management.

1-18
Morgan, Philip and H. Kent Baker.
Building a professional image: improving listening behavior. Supervisory management, 30:34-38, November 1985.
Descriptors: *Listening / *Supervisors--Responsibilities.

1-19
Morgan, Philip and H. Kent Baker.
Building a professional image: when you're asked to make a speech. Supervisory management, 30:12-17, December 1985.
Descriptors: *Public speaking / *Lectures and lecturing.

1-20
Simmons, Donald B.
The nature of the organizational grapevine. Supervisory management, 30:39-42, November 1985.
Descriptors: *Grapevine / *Executives--Responsibilities.

1-21
Smith, Frank Edmund.
Does your writing send the wrong signals? Personnel journal, 64:28-30, December 1985.
Descriptors: *Reports--Preparation / *English language--Grammar / *Communication in management.

1-22 Ie552 .Su8c
Sussman, Lyle.
COMEX: the communication experience in human relations, by Lyle Sussman and Samuel D. Deep. Cincinnati: South-Western, 1984. 218 p.
Descriptors: *Communication techniques--Problems, exercises, etc. / *Human relations.

COMPENSATION

1-23
Belcher, D. W., N. Bruce Ferris and John O'Neill.
How wage surveys are being used. Compensation and benefits review, 17:34-51, September-October 1985.
Descriptors: *Pay surveys--Research.

1-24
Brennan, E. James.
Comparable worth: employers can no longer pass the buck. Personnel journal, 64:110-111, November 1985.
Descriptors: *Pay rates / *Women--Pay.

1-25
Charles, Diane L.
Comparable worth: is it worth it? Training & development journal, 39:63-66, November 1985.
Descriptors: *Pay rates / *Training administration / *Women--Pay.

1-26
Davis, Cynthia.
Overcoming pay discrimination. National business woman, 66:15-17, October-November 1985.
Descriptors: *Pay rates / *Women--Pay.

1-27
English, Carey W. and Maureen Walsh.
"Tot care" brings a bundle of benefits for employes. U.S. news & world report, 99:86, November 25, 1985.
Descriptors: *Day care centers / *Children of working parents / Fringe benefits.

1-28
Foegen, J. H.
Update on benefits: health, home, help, fun, taxes. Personnel administrator, 30:87-91, November 1985.
Descriptors: *Fringe benefits--Case studies / *Health, Employee--Case studies / *Physical fitness.

1-29
Gable, Myron and Stephen Holoviak.
Determining the cost of supplemental benefits. Compensation and benefits review, 17:22-33, September-October 1985.
Descriptors: *Fringe benefits / *Fringe benefits--Costs.

1-30
Garges, Linda.
Update: company benefits. Management world, 14:26, December 1985.
Descriptors: *Fringe benefits / Holidays / Hours of work / Surveys.

1-31
Oliver, Anthony T., Jr. and Bruce D. May.
Pro-rata payment for unused vacation time. Personnel journal, 64:124-125, November 1985.
Descriptors: *Compensation--Cases / *Vacations--Cases.

1-32 Ie52 .R35w
Ricardo-Campbell, Rita.
Women and comparable worth. Stanford, Calif.: Hoover Institution, 1985. 29 p.
Descriptors: *Pay rates / *Women--Pay.

1-33
Shaw, G. Jerry and William L. Bransford.
Just who is a merit pay employee? Government computer news, 4:68, November 22, 1985.
Descriptors: *Performance-based pay / *Pay increases / *U.S. Office of Personnel Management--Rules and practice / Federal government.

1-34
Walker, C. Terrence.
Salary analysis: using quantitative analysis and descriptive modeling. Compensation and benefits review, 17:52-59, September-October 1985.
Descriptors: *Compensation--Research / *Executives--Pay--Research.

1-35
Ward, Kathryn B. and Charles W. Mueller.
Sex differences in earnings: the influence of industrial sector, authority hierarchy, and human capital variables. Work and occupations, 12:437-463, November 1985.
Descriptors: *Pay rates--Research / *Women--Pay--Research.

1-36
Weinberger, Theodore E.
Auditing graded job structures for classification consistency. Compensation and benefits review, 17:14-21, September-October 1985.
Descriptors: *Compensation administration / *Position classification.

1-37
Weise, Beverly C.
Merit pay--the carrot and the controversy. Classifiers column, 16:6-7, October 1985.
Descriptors: *Performance-based pay / *Performance-based pay--Administration--Evaluation / Federal government.

CONSULTANTS

1-38

Martin, Merle P.

Instant analyst--consulting. Journal of systems management, 36:8-13, October 1985.

Descriptors: *Business consultants--Evaluation / *Consultants--Evaluation / *Systems analysts--Evaluation.

COUNSELING

1-39

Bazter, Neale.

Counseling: new roles, new entry requirements. Occupational outlook quarterly, 29:23-28, Fall 1985.

Descriptors: *Counseling--Career opportunities / *Counselors--Responsibilities / *Counselors--Certification.

1-40

Cook, Ellen Piel.

A framework for sex role counseling. Journal of counseling and development, 64:253-258, December 1985.

Descriptors: *Counseling--Research / *Sex roles--Research / Literature reviews.

1-41

Mattox, Joe A.

Helping drug-addicted employees. Training & development journal, 39:60, December 1985.

Descriptors: *Drug abusers--Counseling.

1-42 Ie568 .Su6s

Summaries of alcoholism treatment assessment research, edited by Dan J. Lettier, Mollie A. Sayers and Jack E. Nelson. Washington: U.S. G.P.O., 1985. 290 p. (NIAA treatment handbook series 1) (DDHS publication no. (ADM)85-1372)

Descriptors: *Alcoholic employees--Rehabilitation--Abstracts / Alcoholic employees--Rehabilitation--Research / *Alcoholism--Abstracts.

DISCIPLINE

1-43

Beary, Rodney P.

Discipline policy--a neglected personnel tool. Administrative management, 46:21-22, November 1985.

Descriptors: *Discipline--Administration / *Discipline--Methods.

1-44

Robbins, Arthur David.

Intervening when there is problem performance. Supervisory management, 30:24-29, November 1985.

Descriptors: *Discipline / *Supervisors--Responsibilities / *Problem employees.

ELECTRONIC DATA PROCESSING

1-45

Computers and the law. Federal Bar news & journal (Federal Bar Association), 32:220-225+, June 1985.

Contents: Copyright protection of computer programs, by Jon A. Baumgarten; The U.S. Patent and Trademark Office: progress toward automation, by Alice H. Glasgow; Use of computers in the litigation of complex and large cases, by Kenneth A. Reich; Lawyers and computerized law offices, by Robert D. Poling.

Descriptors: *Computer programs--Law and legislation / *Copyright / *Management information systems / *Offices--Automation--Case studies / *Trial practice--Automation / *Electronic data processing / *Attorneys / Federal government.

1-46

Khosrowpour, Mehdi.

MIS leadership in transition. Journal of systems management, 36:18-21, November 1985.

Descriptors: *Management information systems / *Electronic data processing personnel--Characteristics.

1-47

Kornbluh, Marvin.

Medical practice and artificial intelligence: an odd couple? Congressional Research Service review, 6:19-21, November-December 1985.

Descriptors: *Artificial intelligence / *Medicine--Computer programs / *Man-machine systems.

1-48

Simon, Sidney H.

A micro-computer primer. Personnel journal, 64:41-50, December 1985.

Descriptors: *Microcomputers / *Computers.

1-49

Sumner, Mary.

Organization and management of the information center. Journal of systems management, 36:10-15, November 1985.

Descriptors: *Information management / *Electronic data processing--Administration / *Management information systems.

EMPLOYEE CONDUCT

1-50 Ie154 .C78s

Cooper, Kenneth C.

Stop it now: how targets & managers can end sexual harassment. St. Louis: Total Communications Press, 1985. 212 p.

Descriptors: *Harassment / *Sex discrimination / *Women--Discrimination.

1-51

Dreyer, R. S.

The honest crook. Supervision, 47:12-13, December 1985.

Descriptors: *Employee theft.

EMPLOYEE CONDUCT (Cont'd)

1-52
Friess, Alan.
On sexual harassment. Chief (Civil employees' weekly), 89:4, November 22, 1985.
Descriptors: *Harassment--Law and legislation.

1-53
Stevens, Michael L.
Identifying and charging computer crimes in the military. Military law review, 110:59-94, Fall 1985.
Descriptors: *Computer crimes--Law and legislation / *Computer crimes--Cases / *Security--Evaluation.

EMPLOYEE HEALTH AND MEDICAL CARE

1-54
AIDS in the workplace: issues, advice, and answers. Bulletin to management (Bureau of National Affairs), 36:1-6, November 14, 1985.
Descriptors: *Health, Employee--Administration.

1-55
Aberth, John.
AIDS in the workplace. Management review, 74:49-51, December 1985.
Descriptors: *Health, Employee.

1-56
Barick, Bradford L.
Occupational health programs: the ounce of prevention paying off. Occupational health & safety, 54:38+, September 1985.
Descriptors: *Physical fitness / *Health benefit programs--Case studies / *Preventive health services--Case studies.

1-57
Brennan, Andrew J. J.
Health and fitness boom moves into corporate America. Occupational health & safety, 54:38-40+, July 1985.
Descriptors: *Health, Employee / *Physical fitness / *Health benefit programs.

1-58 S/I
Fair employment vs. the duty to provide a safe working place. Ideas & trends in personnel, p. 153-160, October 7, 1985.
Special report on AIDS.
Descriptors: *Medical and physical examinations / *Discrimination--Law and legislation / *Discrimination--Cases.

1-59
Haughney, Joseph D.
Increased awareness of health costs emphasizes medical work services. Occupational health & safety, 54:44-46, September 1985.
Descriptors: *Health benefit programs--Case studies / *Medical and physical examinations / *Medical care--Costs / *Preventive health services.

1-60
Indoor air quality. Supervision, 47:9-11, December 1985.
Descriptors: *Working conditions / *Air pollution / *Environmental health.

1-61
Laurence, Jeffrey.
The immune system in AIDS. Scientific American, 253:84-93, December 1985.
Descriptors: *Health, Employee.

1-62
Lippin, Richard A.
Stress release: emerging tool in total stress management program. Occupational health & safety, 54:80-82, June 1985.
Descriptors: *Stress, Psychological--Control / *Health, Employee / *Employee Counseling.

1-63
Moskowitz, Daniel B.
Increasing attention being paid to stress suffered by judges. Washington post (Washington Business section), p. 25+, December 2, 1985.
Descriptors: *Stress, Psychological / *Judges.

1-64
Pave, Irene.
Fear and loathing in the workplace: what managers can do about AIDS. Business week, p. 126, November 25, 1985.
Descriptors: *Health, Employee--Administration.

1-65
Rosen, Robert H.
What really ails employees? Training & development journal, 39:54-56, December 1985.
Descriptors: *Health, Employee / *Stress, Psychological / *Health, Employee--Administration.

1-66
Shostak, Arthur B.
Coping with blue collar stress is solvable management challenge. Occupational health & safety, 55:19-20+, November 1985.
Descriptors: *Stress, Psychological / *Blue collar workers.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

1-67

Sloan, Richard P. and John P. Allegrante.
Corporate health is more than a robust balance sheet. Training & development journal, 39:57-59, December 1985.
Descriptors: *Health, Employee--Administration / *Health benefit programs.

EQUAL OPPORTUNITY IN EMPLOYMENT

1-68

Kohl, John P.
Equal employment opportunity in America: an historical past and emerging trends. Labor law journal, 36:835-841, November 1985.
Descriptors: *Equal opportunity in employment--History / *Equal opportunity in employment--Law and legislation / *Civil rights--History.

ETHICS

1-69

Cumming, William Kenneth.
Educational ethics for survival: mentor systems for future learning. Vital speeches of the day, 52:13-16, October 15, 1985.
Speech delivered at the 1st Annual International Conference, Stockdale State College, Pomona, N.J., August 7, 1985.
Descriptors: *Ethics / *Teachers--Ethics / *Mentors.

1-70

Dozier, Janelle Brinker and Marcia P. Miceli.
Potential predictors of whistle-blowing: a prosocial behavior perspective. Academy of Management review, 10:823-836, October 1985.
Descriptors: *Whistleblowing / *Ethics--Research / *Employee conduct / Literature reviews.

1-71

Hinkeldey, Nancy S. and Arnold R. Spokane.
Effects of pressure and legal guideline clarity on counselor decision making in legal and ethical conflict situations. Journal of counseling and development, 64:240-245, December 1985.
Descriptors: *Ethics / *Counselors--Responsibilities / *Legal ethics / Surveys.

1-72

Jansen, Erik and May Ann Von Glinow.
Ethical ambivalence and organizational reward systems. Academy of Management review, 10:814-822, October 1985.
Descriptors: *Business ethics / *Incentive awards / *Organizations--Climate / Literature reviews.

ETHICS (Cont'd)

1-73

Will a few bad apples spoil the core of big business? Business and society review, p. 4-15, Fall 1985.

Contents: Widespread corruption, by Amitai Etzioni; Reality vs. perception, by J. Peter Grace; Personal morality first, by Abraham L. Gitlow; No trend toward dishonesty, by John Hein; Outdated worldview, by Hazel Henderson; Good business practice, by Rance Crain; Adjustment to global economy, by Michael C. Munger; No cure for greed, by Carlton E. Spitzer; Ethics are good business, by W. Michael Hoffman; More flowers than weeds, by William H. Davidson; Reputation and reliability, by Robert W. Lundeen; A question of politics, by David Vogel.

Descriptors: *Business ethics / *Business ethics--Evaluation.

EXECUTIVES

1-74

Weiss, Joseph W.

The view from Route 128: four computer execs speak. Management review, 74:43-45, November 1985.

Descriptors: *Executives / *Electronic data processing personnel.

1-75

Zemke, Ron.

The case of the missing managerial malaise. Training, 22:30-33, November 1985.

Descriptors: *Middle managers / *Training officers--Attitudes / *Burn out (Psychology).

EXECUTIVES--ABILITIES AND CHARACTERISTICS

1-76 Id34 .B29L

Bass, Bernard M.

Leadership and performance beyond expectations. New York: Free Press, 1985. 256 p.

Descriptors: *Leadership / *Executives--Abilities.

1-77

Budescu, David V. and Thomas S. Wallsten.

Consistency in interpretation of probabilistic phrases. Organizational behavior and human decision processes, 36:391-405, December 1985.

Descriptors: *Decision-making--Research / *Probabilities--Research.

1-78 Id46.8 .C59k

Cleveland, Harlan.

The knowledge executive: leadership in an information society. New York: Truman Talley Books, 1985. 261 p.

Descriptors: *Executives--Abilities / *Leadership / *Information science--Social aspects / *Information services--Management.

1-79
Ford, Jeffrey D.
The effects of causal attributions on decision makers' responses to performance downturns. Academy of Management review, 10:770-786, October 1985.
Descriptors: *Executives--Characteristics / *Decision-making--Research / *Organizational behavior--Research / *Organizations--Climate--Research / Literature reviews.

1-80
Gartner, William B.
A conceptual framework for describing the phenomenon of new venture creation. Academy of Management review, 10:696-706, October 1985.
Descriptors: *Executives--Characteristics / *Innovation / *Organizational characteristics / Literature reviews.

1-81
Goldstein, Mitchell H.
Office automation and executive productivity. National productivity review, 4:416-418, Autumn 1985.
Descriptors: *Executives--Abilities / *Automation / *Information management / *Change, Resistance to.

1-82
Hannaway, Jane.
Managerial behavior, uncertainty and hierarchy: a prelude to a synthesis. Human relations, 38:1085-1100, November 1985.
Descriptors: *Executives--Characteristics--Research / *Organizational behavior--Research.

1-83
Harmon, Frederick G. and Garry Jacobs.
Pathway to the top. Supervisory management, 30:14-19, November 1985.
Descriptors: *Executives--Abilities / *Success in employment.

1-84
Herzberg, Frederick.
Where is the passion...and the other elements of innovation? Industry week, 227:37-38+, November 11, 1985.
Descriptors: *Executives--Abilities / *Innovation.

1-85
Kleinfield, N. R.
What it takes: the life of a C.E.O. New York times magazine, p. 32-38+, December 1, 1985.
Descriptors: *Executives--Abilities / *Executives--Characteristics.

1-86
Nichols, Donald R.
Speechwriters: the myth of corporate excellence. Vital speeches of the day, 52:54-57, November 1, 1985.
Descriptors: *Executives--Abilities.

EXECUTIVES--COMPENSATION

1-87 Ie53 .Ex3C76cm 1985

Bacon, Jeremy.
Corporate directors' compensation. New York: Conference Board, 1985. 1v.
Descriptors: *Directors of corporations--Pay / *Executive compensation / *Compensation--Statistics.

1-88

Cawly, Robert H.
A company guide to compensating top executives. Compensation and benefits review, 17:61-66, September-October 1985.
Article reprinted from Today's Executive, Spring-Summer 1985.
Descriptors: *Executives--Pay / *Performance-based pay.

1-89

Zetlin, Minda.
Grounding corporate travel costs. Management review, 74:26-30+, November 1985.
Descriptors: *Executive perquisites / *Travel allowances.

EXECUTIVES--HEALTH AND MEDICAL CARE

1-90

Kiechel, Walter, III.
The managerial midlife crisis. Fortune, 112:197-198+, November 11, 1985.
Descriptors: *Executives--Mental health / *Stress, Psychological / *Middle age.

EXECUTIVES--RECRUITMENT

1-91 Ie124 .T21h

Taylor, A. Robert.
How to select and use an executive search firm. New York: McGraw-Hill, 1984. 143 p.
Descriptors: *Executive recruiters / *Executives--Recruitment.

EXECUTIVES--RESPONSIBILITIES

1-92

Arndt, Beatrice.
Identifying your needs--and acting on them. Federal career insights, 1:1+, December 1985.
Descriptors: *Executives--Responsibilities / *Training.

1-93

Jardine, Andrew F.
Real managers don't believe in Santa Claus. Supervision, 47:6-8, December 1985.
Descriptors: *Executives--Responsibilities / *Executives--Characteristics / *Supervisors--Responsibilities.

1-94 Id182 .Sh1d

Shaeffer, Ruth Gilbert.
Developing strategic leadership. New York: Conference Board, 1984. 45 p. (Conference Board report no. 847)
Descriptors: *Executives--Responsibilities / *Executive effectiveness / *Leadership.

EXECUTIVES--RESPONSIBILITIES (Cont'd)

1-95 Ie124 .St5c

Stieglitz, Harold.

Chief executives view their jobs: today and tomorrow. New York: Conference Board, 1985. 94 p. (Conference Board report no. 871)

Descriptors: *Executives--Responsibilities / *Directors of corporations--Responsibilities / *Executives--Case studies.

EXECUTIVES--TRAINING

1-96

Sanoff, Alvin P. and others.

When these gurus preach, business bosses listen. U.S. news & world report, 99:58-61, December 2, 1985.

Descriptors: *Executives--Training / *Leadership training / *Executive effectiveness.

1-97

Useem, Michael.

The rise of the political manager. Sloan management review, 27:15-26, Fall 1985.

Descriptors: *Executives--Training / *Politics, Practical / *Management--Social aspects.

1-98

Willis, Rod.

Peak experience: managers in the mountains. Management review, 74:18-23, December 1985.

Descriptors: *Executives--Training / *Team development / *Leadership training.

HANDICAPPED

1-99

Wertlieb, Ellen C.

Minority group status of the disabled. Human relations, 38:1047-1063, November 1985.

Descriptors: *Handicapped / *Minority groups.

HEALTH PERSONNEL

1-100

Boissoneau, Robert.

Rural hospital CEOs: a new breed. Hospitals, 59:79-81, December 16, 1985.

Descriptors: *Hospital administrators--Abilities / *Executives--Abilities / *Hospital administrators--Selection.

1-101

Medicare DRGs pose problems for elderly. Hospitals, 59:75-76, December 16, 1985.

Interview with Vita Ostrander, President, American Association of Retired Persons.

DRG = diagnostic related group.

Descriptors: *Physicians--Responsibilities / *Medicare--Administration--Evaluation / *Retirees--Insurance / *Hospitals--Administration--Evaluation.

HEALTH PERSONNEL (Cont'd)

1-102

Sandrick, Karen.

Pricing nursing services. Hospitals, 59:75+, November 16, 1985.

Descriptors: *Nurses--Employment / *Nursing--Costs.

HOURS OF WORK

1-103

How to work part time and still succeed on the job. U.S. news & world report, 99:64, December 9, 1985.

Interview with Diane Rothberg, President, Association of Part-Time Professionals.

Descriptors: *Part-time work.

1-104 Ie488.9 .R29r

Report on alternative work schedules in the Federal government. Prepared by Compensation Group, U.S. Office of Personnel Management. Washington, March 1985. 45 p.

Descriptors: *Hours of work / *Flexible working hours / *Shorter workweek / Federal government.

1-105

Shaw, G. Jerry and William Bransford.

Work schedules, leave and overtime rights of Federal employees. Federal career insights, 1:3, December 1985.

Descriptors: *Hours of work--Law and legislation / *Leave--Law and legislation / *Overtime pay--Law and legislation / Federal government.

INSURANCE, HEALTH

1-106

Kosterlitz, Julie.

The government, health experts, Wall Street pinning their hopes on HMOs. National journal, 23:2650-2654, November 23, 1985.

Descriptors: *Health maintenance organizations / *Health maintenance organizations--Statistics / *Health maintenance organizations--Law and legislation.

INTERCHANGE, PERSONNEL

1-107

Malina, George.

Federal exchange programs can revitalize your career. Federal career insights, 1:8, December 1985.

Descriptors: *Interchange, Personnel / Federal government.

INVASION OF PRIVACY

1-108

McClenahen, John S.

The privacy invasion: in a job setting, how personal is "too personal"? Industry week, 227:50-53, November 11, 1985.

Descriptors: *Invasion of privacy.

INVESTIGATIONS

1-109

Skelly, Paul C.

Security reporting obligations of government contractors and potential liability from related employee claims. Federal Bar news & journal (Federal Bar Association), 32:299-301, September 1985.

Descriptors: *Security program / *Contracts, Government / *Invasion of privacy / *Investigations / Federal government.

JOB EVALUATION

1-110

Lopata, Helena Znanieck and others.

Job complexity as perceived by workers and experts. Work and occupations, 12:395-415, November 1985.

Descriptors: *Job factors--Research / *Job evaluation--Research / *Job satisfaction research / Surveys.

JOB SATISFACTION

1-111

Rosse, Joseph G. and Charles L. Hulin.

Adaptation to work: an analysis of employee health, withdrawal and change. Organizational behavior and human decision processes, 36:324-347, December 1985.

Descriptors: *Job satisfaction research / Labor turnover--Research / Absenteeism--Research / Health, Employee / Tardiness--Research.

JOB SEARCH

1-112

Cohn, Gary.

An executive's quest for a new job is a lesson on coolness and strategy. Wall Street journal, p. 33+, November 19, 1985.

Descriptors: *Job search--Case studies / *Executives--Characteristics.

1-113

Foxman, Loretta D. and Walter L. Polsky.

Executive search vs. contingency recruitment firms. Personnel journal, 64:24+, December 1985.

Descriptors: *Job search--Methods / *Executive recruiters--Evaluation.

LABOR-MANAGEMENT RELATIONS

1-114

Baicich, Paul J. and Lance Compa.

Cooperate, hell: unions get what they fight for. Washington post, p. C1-2, December 1, 1985.

Descriptors: *Labor-management relations / *Unions.

1-115

Cohen-Rosenthal, Edward.

Orienting labor-management cooperation toward revenue and growth. National productivity review, 4:385-396, Autumn 1985.

Descriptors: *Labor-management relations / *Productivity improvement / *Participative management.

1-116 HD6508 .C77u

Cooke, William N.
Union organizing and public policy: failure to secure first contracts. Kalamazoo, Mich.: W. E. Upjohn Institute for Employment Research, 1985. 159 p.
Descriptors: *Unions--Law and legislation / *Labor-management relations--Law and legislation.

1-117 KF3319 .F31b

Federal labor and employment laws, prepared by the BNA Editorial Staff.
Washington: Bureau of National Affairs, 1985. 298 p.
Descriptors: *Labor laws and legislation.

1-118 S/C

Goldberg, Miriam.
Two-tier wage settlements and collective bargaining prospects. Wharton quarterly model outlook, p. 75-79, April 1985.
Descriptors: *Labor-management relations / *Pay rates / *Collective bargaining / U.S. Postal Service / Federal government.

1-119 KF3424 .G91q

Grossman, Mark M.
The question of arbitrability: challenges to the arbitrator's jurisdiction and authority. Ithaca, N.Y.: ILR Press, New York State School of Industrial and Labor Relations, Cornell University, 1984. 122 p.
Descriptors: *Arbitration / *Arbitration--Cases / *Arbitrators.

1-120

Kovach, Kenneth A.
Organized labor's deteriorating condition. Labor law journal, 36:850-856, November 1985.
Descriptors: *Unions / *Unions--Research / *Labor-management relations--Research.

1-121

No more strikes! Productivity, 6:9-10, November 1985.
Descriptors: *Strikes.

1-122

Oliver, Anthony T., Jr. and Bruce D. May.
Are lone employees protected under concerted activity laws? Personnel journal, 64:123-124, November 1985.
Descriptors: *Industrial relations--Cases / *Removal--Cases.

1-123

Oliver, Anthony T., Jr. and Bruce D. May.
California allows public employee strikes. Personnel journal, 64:125, November 1985.
Descriptors: *Strikes--Cases / *Labor-management relations--Cases / *Government employees / Local government.

LABOR-MANAGEMENT RELATIONS (Cont'd)

1-124

Patterson, William Pat.

Why organized labor likes high tech. Industry week, 227:46-48, November 11, 1985.

Descriptors: *Unions / *Office workers / *White collar workers.

1-125

Podell, Bari S.

An emerging doctrine: unfair labor practices in the Federal sector. Administrative law review, 37:437-477, Fall 1985.

Descriptors: *Unfair labor practices / Federal government.

LABOR TURNOVER

1-126

Blakeslee, G. Spencer, Edward L. Suntrup and John A. Kernaghan.

How much is turnover costing you? Personnel journal, 64:98-103, November 1985.

Descriptors: *Labor turnover costs.

1-127

Brooks, Andree.

Quitting a job gracefully. New York times, p. B12, December 2, 1985.

Descriptors: *Labor turnover / *Career planning / *Resignation.

1-128

Martin, David C. and Kathryn M. Bartol.

Managing turnover strategically. Personnel administrator, 30:63-64+, November 1985.

Descriptors: *Labor turnover.

LEADERSHIP

1-129

Roberts, Nancy C.

Transforming leadership: a process of collective action. Human relations, 38:1023-1046, November 1985.

Descriptors: *Leadership--Research / *Leadership--Case studies / *Teachers.

MANAGEMENT

1-130 Id182 .B81r

Brown, James K.

Refocusing the company's business. New York: Conference Board, 1985. 42 p. (Conference Board report no. 873)

Descriptors: *Business management / *Corporate planning / *Decision-making.

1-131

Burson, Harold.

Damage control in a crisis. Management review, 74:42-45, December 1985.

Descriptors: *Crisis management.

1-132
Chanin, Michael N. and Harris J. Shapiro.
Dialectical inquiry in strategic planning: extending the boundaries. Academy of Management review, 10:663-675, October 1985.
Descriptors: *Planning--Research / *Planning--Methodology.

1-133 Id46.8 .D61w
Dinerstein, Nelson T.
Winning the information systems game: a manager's survival guide. Homewood, Ill.: Dow Jones-Irwin, 1985. 219 p.
Descriptors: *Information management / *Management information systems.

1-134 Id11 .D84m
Drucker, Peter F.
Management: tasks, responsibilities, practices. New York: Harper, 1985. 839 p.
Descriptors: *Management / *Management--History / *Management--Methods.

1-135 Id182 .K84t
Kozmetsky, George.
Transformational management. Cambridge, Mass.: Ballinger Publishing Company, 1985. 185 p.
Descriptors: *Business management/ *Decision-making / *Executive effectiveness.

1-136
Leemhuis, Jaap P. and John P. Eckblad.
Planning doesn't stop at the top. Training & development journal, 39:62-63, December 1985.
Descriptors: *Planning / *Long-range planning.

1-137 Id46.8 .M36i
Martin, James
An information systems manifesto. Englewood Cliffs, N.J.: Prentice-Hall, 1984. 300 p.
Descriptors: *Management information systems / *Information systems--Administration.

1-138
Martinko, Mark J. and William L. Gardner.
Beyond structured observation: methodological issues and new directions. Academy of Management review, 10:676-695, October 1985.
Descriptors: *Management--Research / *Management methods / Literature reviews.

1-139 S/I

Moroi, Ken.

A new style for Japanese management. Economic eye, 6:12-15, September 1985.
Translated from Shukan Toyo Keizai, June 8, 1985.
Descriptors: *Management--Evaluation / *Japan.

1-140

Ofner, J. Alan.

Middle management: the neglected resource. Personnel journal, 64:14+, December 1985.
Descriptors: *Middle management / *Middle managers--Utilization / *Productivity improvement.

1-141

O'Hara, Kirk, C. Merle Johnson and Terry A. Beehr.

Organizational behavior management in the private sector: a review of empirical research and recommendations for further investigation. Academy of Management review, 10:848-864, October 1985.
Descriptors: *Behavior modification--Research / *Organizational behavior--Research / *Employee conduct--Research / Literature reviews.

1-142 Id182 .Ot6v

O'Toole, James.

Vanguard management: redesigning the corporate future. Garden City, N.Y.: Doubleday, 1985. 418 p.
Descriptors: *Industrial management / *Business management.

1-143

Riggan, Diane.

Employment security revisited in the '80s. Personnel administrator, 30:67-69+, December 1985.
Descriptors: *Job security / *Reduction in force--Administration / *Personnel utilization.

1-144 Id192 .Se7f

Sethi, S. Prakash.

The false promise of the Japanese miracle: illusions and realities of the Japanese management system, by S. Prakash Sethi, Nobuaki Namiki and Carl L. Swanson. Boston: Pitman, 1984. 361 p.
Descriptors: *Industrial management--Comparative studies / *Japan.

1-145 S/I

Shimada, Haruo.

Directions for human resource development. Economic eye, 6:16-19, September 1985.
Translated from Ekonomisuto, July 23, 1985.
Descriptors: *Management--Evaluation / *Japan.

MANAGEMENT (Cont'd)

1-146
Smircich, Linda and Charles Stubbart.
Strategic management in an enacted world. Academy of Management review, 10:724-736, October 1985.
Descriptors: *Management / *Long-range planning / *Organizations--Climate / Literature reviews.

1-147
Tosti, Donald.
Management models. Performance & instruction journal, 24:33, October 1985.
Descriptors: *Management audit / *Organization analysis.

1-148 Id46.8 .W75s
Wiseman, Charles.
Strategy and computers: information systems as competitive weapons. Homewood, Ill.: Dow Jones-Irwin, 1985. 246 p.
Descriptors: *Management information systems / *Business management.

1-149
Wysong, Earl M., Jr.
MIS in perspective. Journal of systems management, 36:32-36, October 1985.
Descriptors: *Management information systems / *Information systems / *Systems theory.

MOTIVATION

1-150
Feeney, Edward J.
Modifying employee behavior: making rewards pay off. Supervisory management, 30:25-27, December 1985.
Descriptors: *Reinforcement (Psychology) / *Behavior modification / *Praise.

1-151
Roeser, Prugh H.
The myth of motivation. Supervision, 47:6-8, November 1985.
Descriptors: *Motivation.

1-152
Wlodkowski, Raymond J.
How to plan motivational strategies for adult instruction. Performance & instruction journal, 24:1-6, November 1985.
Descriptors: *Motivation--Methods / *Adult education--Methods.

OCCUPATIONS AND OCCUPATIONAL CHOICE

1-153
Bolton, Brian.
Discriminant analysis of Holland's occupational types using the sixteen personality factor questionnaire. Journal of vocational behavior, 27:210-217, October 1985.
Descriptors: *Occupational choice--Research / *Personality--Research / *Occupational clusters--Research.

OCCUPATIONS AND OCCUPATIONAL CHOICE (Cont'd)

1-154

Stanton, Michael.

The secret sentinels: careers in intelligence. Occupational outlook quarterly, 29:2-14, Fall 1985.

Descriptors: *Intelligence service--Career opportunities / *Intelligence service--History / Federal government.

1-155

Taylor, Neville B. and Robert G. L. Pryor.

Exploring the process of compromise in career decision making. Journal of vocational behavior, 27:171-190, October 1985.

Descriptors: *Occupational choice--Research / *Decision-making--Research / *Career planning--Research.

OLDER WORKER

1-156 Ie156 .C82c

The costs of employing older workers, prepared for use by the Special Committee on Aging, United States Senate. Washington: U.S. G.P.O., 1984. 99 p. (S. com. print. 98-229)

Descriptors: *Older worker--Employment / *Older worker--Employment--Statistics.

1-157

Harlan, Mary Catherine.

Circumstances that extend the statute of limitations under the willfulness provisions of the Age Discrimination in Employment Act of 1967. Labor law journal, 36:842-849, November 1985.

Descriptors: *Age discrimination--Law and legislation.

ORGANIZATIONAL BEHAVIOR

1-158

Evans, Martin G.

A Monte Carlo study of the effects of correlated method variance in moderated multiple regression analysis. Organizational behavior and human decision processes, 36:305-323, December 1985.

Descriptors: *Organizational behavior--Research / *Sampling (Statistics)--Research / *Methodology--Research.

1-159

Gaither, Norman and Louis Glorfeld.

An evaluation of the use of tests of significance in organizational behavior research. Academy of Management review, 10:787-793, October 1985.

Descriptors: *Organizational behavior--Research / *Methodology--Evaluation.

1-160

Gray, Barbara.

Conditions facilitating interorganizational collaboration. Human relations, 38:911-936, October 1985.

Descriptors: *Conflict, Organizational / *Conflict resolution.

1-161
Gray, Barbara and Sonny S. Ariss.
Politics and strategic change across organizational life cycles. Academy of Management review, 10:707-723, October 1985.
Descriptors: *Organizational behavior / *Change, Organizational / *Organization development / Literature reviews.

1-162
Kowitz, Gerald T. and Jay C. Smith.
The dynamics of successful feedback. Performance & instruction journal, 24:4-6, October 1985.
Descriptors: *Feedback (Psychology) / *Systems theory / *Organizational behavior.

1-163
Levin, Irwin P. and others.
Framing effects in judgment tasks with varying amounts of information. Organizational behavior and human decision processes, 36:362-377, December 1985.
Descriptors: *Judgment--Research / *Decision-making--Research / *Communication--Research / *Advertising--Research.

1-164
Peterson, Dane K. and Gordon F. Pitz.
Explicit cue weighting in a prediction task. Organizational behavior and human decision processes, 36:289-304, December 1985.
Descriptors: *Decision-making--Research.

1-165 Id72 .P87p
Power, politics, and organizations: a behavioural science view, edited by Andrew Kakabadse and Christopher Parker. New York: Wiley, 1984. 235 p.
Descriptors: *Organizations / *Organizational behavior / *Power (Social sciences).

1-166
Shambaugh, Philip Wells.
The mythic structure of Bion's groups. Human relations, 38:937-951, October 1985.
Descriptors: *Group relations--Research / *Group dynamics / *Small groups.

1-167
Weldon, Elizabeth and Gina M. Gargano.
Cognitive effort in additive task groups: the effects of shared responsibility on the quality of multiattribute judgments. Organizational behavior and human decision processes, 36:348-361, December 1985.
Descriptors: *Group dynamics--Research / *Decision-making--Group method / *Performance evaluation--Research.

ORGANIZATIONS

1-168
Albert, William F.
It's time for your organization's performance review. Personnel journal, 64:51-54, December 1985.
Descriptors: *Organizational effectiveness--Evaluation / *Change, Organizational--Administration.

1-169
Albrecht, Karl.
Achieving excellence in service. Training & development journal, 39:64-67, December 1985.
Descriptors: *Organizational effectiveness.

1-170
Ashforth, Blake E.
Climate formation: issues and extensions. Academy of Management review, 10:837-847, October 1985.
Descriptors: *Organizations--Climate--Research / Literature reviews.

1-171
Betton, John and Gregory G. Dess.
The application of population ecology models to the study of organizations. Academy of Management review, 10:750-757, October 1985.
Descriptors: *Organizations--Research / *Organizational structure--Research / Literature reviews.

1-172
Fiol, C. Marlene and Marjorie A. Lyles.
Organizational learning. Academy of Management review, 10:803-813, October 1985.
Descriptors: *Organizational characteristics--Research / *Organization development / *Change, Organizational / Literature reviews.

1-173
Herrick, Neal Q.
Parallel organizations in unionized settings: implications for organizational research. Human relations, 38:963-981, October 1985.
Descriptors: *Organizations--Research / *Labor-management relations--Research.

1-174
Wartick, Steven L. and Philip L. Cochran.
The evolution of the corporate social performance model. Academy of Management review, 10:758-769, October 1985.
Descriptors: *Corporations--Social aspects / *Industry--Social aspects / *Organizations--Climate / Literature reviews.

ORIENTATION

1-175

Addams, H. Lon.

Up to speed in 90 days: an orientation plan. Personnel journal, 64:34-38, December 1985.

Descriptors: *Orientation / *New employees--Personnel policies.

OVERSEAS PERSONNEL

1-176

Spruell, Geraldine.

How do you ensure success of managers going abroad? Training & development journal, 39:22-24, December 1985.

Descriptors: *Overseas executives--Selection / *Overseas executives--Training.

PARTICIPATIVE MANAGEMENT

1-177

Brown, Douglas R. and Brian H. Kleiner.

Employee ownership: problems and prospects. Personnel administrator, 30:75-82, December 1985.

Descriptors: *Employee ownership / *Participative management.

1-178

Earley, P. Christopher and Ruth Kanfer.

The influence of component participation and role models on goal acceptance, goal satisfaction, and performance. Organizational behavior and human decision processes, 36:378-390, December 1985.

Descriptors: *Goal setting--Research / *Participative management--Research / Performance evaluation--Research / Job satisfaction research.

1-179

Smith, Waldron P.

New in QWL: employee involvement that's really productive. Training & development journal, 39:73-75, November 1985.

Descriptors: *Quality circles / *Participative management.

1-180

A winning trio. Training, 22:45-48, November 1985.

Descriptors: *Participative management--Case studies / *Teamwork.

PERFORMANCE EVALUATION

1-181

Bernardin, John and Lawrence A. Klatt.

Managerial appraisal systems: has practice caught up to the state of the art? Personnel administrator, 30:79-82+, November 1985.

Descriptors: *Performance evaluation--Methods / *Performance evaluation--Research / Surveys.

1-182
Budd, Marybeth and Sandy Panchak.
Better communications can ease your management tasks. Federal career insights, 1:7, December 1985.
Descriptors: *Performance evaluation / *Executives--Responsibilities.

1-183 Ie398.5 .D49d
Developing and evaluating elements and standards: an information guide for managers, prepared by Office of Performance Management, Workforce Effectiveness and Development Group, U.S. Office of Personnel Management. Washington, September 1985. 21 p.
Descriptors: *Performance evaluation--Methods / *Standards of performance / Performance evaluation--Handbooks, manuals, etc. / Federal government.

1-184 M-Fiche
Gould, R. Bruce.
Air Force civilian potential appraisal system: development, by R. Bruce Gould, Doris E. Black and William H. Cummings. Springfield, Va.: National Technical Information Service, 1984.
Descriptors: *Performance evaluation--Administration / *U.S. Department of the Air Force / Federal government.

1-185 M-Fiche
Guerrieri, John A.
Air Force job performance appraisal system, by John A. Guerrrieri [et al.]. Springfield, Va.: National Technical Information Service, 1984.
Descriptors: *Performance evaluation--Administration / *U.S. Department of the Air Force / Federal government.

1-186
Kinicki, Angelo J. and Rodger W. Griffeth.
The impact of sex-role stereotypes on performance ratings and causal attributions of performance. Journal of vocational behavior, 27:155-170, October 1985.
Descriptors: *Performance evaluation--Research / *Sex roles--Research / *Sex discrimination--Research.

1-187 Ie398.5 .M31m
Management by objectives in performance appraisal systems, prepared by Office of Performance Management, Workforce Effectiveness and Development Group, U.S. Office of Personnel Management. Washington, September 1985. 16 p.
Descriptors: *Performance evaluation--Methods / *Management by objectives / *Management methods / Federal government.

1-188
Myers, Olga Jean.
Myths concerning the employee's performance appraisal. Supervision, 47:14-16+, December 1985.
Descriptors: *Performance evaluation.

PERFORMANCE EVALUATION (Cont'd)

1-189

Nordstrom, Rodney R. and R. Vance Hall.
Graphing employee performance: an effective feedback technique. Supervisory management, 30:2-7, December 1985.
Descriptors: *Performance evaluation--Methods / *Performance evaluation--Graphic methods.

1-190 Ie298 .P41p

The performance interview, prepared by Office of Performance Management, Workforce Effectiveness and Development Group, U.S. Office of Personnel Management. Washington, September 1985. 19 p.
Descriptors: *Performance evaluation--Methods / *Appraisal interviews / *Interviews / Federal government.

1-191

Westgaard, Odin.
Measuring performance. Performance & instruction journal, 24:23+, October 1985.
Descriptors: *Performance evaluation / *Instructional objectives.

PERFORMANCE MANAGEMENT

1-192

Wiesenthal, Eric.
Merit pay plan offered as GS scale alternative. Public administration times, 8:1+, November 15, 1985.
Descriptors: *Performance-based pay / *Personnel administration / *Performance evaluation / *U.S. Department of the Navy / Federal government.

PERSONNEL ADMINISTRATION

1-193

Feuer, Dale.
Bucking organizational tradition. Training, 22:94, November 1985.
Descriptors: *Personnel administration / *Innovation / Surveys.

1-194

Hoerr, John.
Human resources managers aren't corporate nobodies anymore. Business week, p. 58-59, December 2, 1985.
Descriptors: *Personnel administration / *Personnel officers--Responsibilities.

1-195

Human resource information systems. Personnel administrator, 30:29-32+, December 1985.
Partial contents: Assembling a micro-based HRIS: a beginner's guide, by Marc Kustoff; Flexibility in installing a large-scale HRIS: New York City's experience, by Stephen Rosenberg; A partnership for deriving meaning from HR data, by Paul F. Salipante, Karen A. Golden and Fred P. Buck.
Descriptors: *Personnel information systems / *Personnel information systems--Administration.

PERSONNEL ADMINISTRATION (Cont'd)

1-196
Robino, David and Kenneth DeMeuse.
Corporate mergers and acquisitions: their impact on HRM. Personnel administrator, 30:33-36+, November 1985.
Descriptors: *Personnel administration--Research / *Consolidation and merger of corporations.

1-197
Schneider, William E.
The paradigm shift in human resources. Personnel journal, 64:14-15+, November 1985.
Descriptors: *Personnel administration / *Leadership.

1-198
Schweiger, David L. and John M. Ivancevich.
Human resources: the forgotten factor in mergers and acquisitions. Personnel administrator, 30:47-48, November 1985.
Descriptors: *Personnel administration / *Stress, Psychological--Control / *Consolidation and merger of corporations.

1-199
Should HRD directors have a training background? Training & development journal, 39:28-30, November 1985.
Descriptors: *Personnel administration / *Training directors / *Employee development--Administration.

1-200 Z682 .W58L
White, Herbert S.
Library personnel management. White Plains, N.Y.: Knowledge Industry, 1985. 214 p.
Descriptors: *Personnel administration / *Library administration.

PERSONNEL DEPARTMENTS

1-201
Parry, Juanita F.
Accredited professionals are better prepared. Personnel administrator, 30:48-50+, December 1985.
Descriptors: *Personnel officers--Certification / *Certification.

PERSONNEL POLICIES

1-202
Bishop, Katherine.
Worker drug tests resisted. New York times, p. D1, November 27, 1985.
Descriptors: *Drug abuse--Cases / *Alcoholism--Cases / *Invasion of privacy--Cases / *Medical and physical examinations--Cases.

PERSONNEL POLICIES (Cont'd)

1-203
Budahn, P. J.
More DOD polygraphs urged. Federal times, 21:1+, December 2, 1985.
Descriptors: *Lie detectors and detection / *Security program / Federal government.

1-204
Gampel, Joanne C. and Kevin B. Zeese.
Are employers overdosing on drug testing? Business and society review, p. 34-38, Fall 1985.
Descriptors: *Drugs / *Drug abuse / *Medical and physical examinations.

1-205
Hartsfield, William E.
Polygraphs. Labor law journal, 36:817-834, November 1985.
Descriptors: *Lie detectors and detection / *Lie detectors and detection--Law and legislation / *Lie detectors and detection--Cases / State government / Federal government.

PRODUCTIVITY

1-206
Drange, Kenneth M.
Office productivity factors. Journal of systems management, 36:6-9, November 1985.
Descriptors: *Productivity improvement / *Office layout / *Office equipment.

1-207
Drucker, Peter F.
How to measure white-collar productivity. Wall Street journal, p. 30, November 26, 1985.
Descriptors: *Productivity measurement / *White collar workers.

1-208
Fisk, Donald M.
Productivity trends in the Federal government. Monthly labor review, 108:3-9, October 1985.
Descriptors: *Productivity--Statistics / Federal government.

1-209
Fuller, F. Timothy.
Eliminating complexity from work: improving productivity by enhancing quality. National productivity review, 4:327-344, Autumn 1985.
Descriptors: *Productivity improvement--Methods / *Quality control--Methods / *Productivity improvement--Case studies.

1-210 Id214 .G82c

Green, Mark J.
The challenge of hidden profits: reducing corporate bureaucracy and waste, by Mark Green and John F. Berry. New York: Morrow, 1985. 453 p.
Descriptors: *Productivity improvement / *Productivity improvement--Case studies / *Business management.

1-211

Manoochehri, G. H.
Automation, job design and productivity of high volume office operations. Journal of systems management, 36:14-19, October 1985.
Descriptors: *Productivity improvement / *Office management--Evaluation.

1-212

Probst, Charles O.
Job aids & non-aids in everyday life. Performance & instruction journal, 24:24-25, October 1985.
Descriptors: *Productivity improvement / *Performance.

1-213

Productivity event. Productivity, 6:1-9, November 1985.
First of two-part series of articles highlighting the remarks of chief executives at the Productivity Conference, "Productivity and Quality: Strategies for Success," New York City, October 14-16, 1985.
Contents: Strategy for success: the golden rule; The leader as servant; Creating the right environment.
Descriptors: *Productivity--Case studies / *Productivity improvement--Methods / *Motivation.

1-214

Riggs, James L. and Lorraine A. Ten Pas.
A productivity audit: the development and use of PROD-5. National productivity review, 4:354-369, Autumn 1985.
Descriptors: *Productivity improvement / *Management audit--Methodology.

1-215

Rolland, William C.
Flexible automation demands flexible management. National productivity review, 4:345-353, Autumn 1985.
Descriptors: *Productivity improvement / *Industrial engineering--Automation / *Leadership style.

1-216

Ruch, William A. and William B. Werther, Jr.
The chief productivity officer. National productivity review, 4:397-415, Autumn 1985.
Descriptors: *Productivity improvement / *Executives--Abilities.

PRODUCTIVITY (Cont'd)

1-217

Schilling, Donald J. and Thomas F. Bremer.
Implementing productivity strategies: a program case study at TRW Ramsey. National productivity review, 4:370-384, Autumn 1985.
Descriptors: *Productivity improvement--Case studies / *Quality circles.

1-218 Z731 .Z9o

Zweizig, Douglas.
Output measures for public libraries: a manual of standardized procedures, by Douglas Zweizig and Eleanor Jo Rodger. Chicago: American Library Association, 1982. 100 p.
Descriptors: *Productivity measurement / *Libraries--Administration.

PROFESSIONAL EMPLOYEES

1-219

Colloquium on nonlawyer practice before Federal administrative agencies.
Administrative law review, 37:359-431, Fall 1985.
Partial contents: Foreword, by William R. Robie; Nonlawyer practice before Federal administrative agencies should be encouraged, by Jonathan Rose; Nonlawyer practice before Federal administrative agencies should be discouraged, by Robert G. Heiserman; Introduction, by William R. Robie; The case against nonlawyer practice, by Jonathan Rose; Open discussion; Introduction, by William R. Robie; Nonlawyer practice before the Patent and Trademark Office, by Donald J. Quigg; Nonlawyer practice before the Social Security Administration, by Jacob M. Wolf; Nonlawyer practice before the immigration agencies, by David B. Holmes; Overview of issues, by William R. Robie; Open discussion; Concluding comments, by John R. Lund.
Descriptors: *Attorneys / *Administrative agencies--Rules and practice / *Administrative courts / Federal government.

1-220 Q149 .G15f

Gannon, Joe.
Federal scientific and technical workers: numbers and characteristics, 1973 and 1983. Washington: National Science Foundation, 1985. 34 p.
Descriptors: *Scientists--Statistics / *Engineers--Statistics / *Technicians--Statistics / Federal government.

1-221

Kerr, Stephen T.
Referral in education and medicine: differing patterns of development in specialized professions. Work and occupations, 12:416-436, November 1985.
Descriptors: *Professional employees--Characteristics--Research / *Specialization--Research / Physicians / Educators / Surveys.

1-222

Smith, J. Clay.
Black lawyers in the Federal government, 1844-1940. Federal Bar news & journal (Federal Bar Association), 32:193-195, April-May 1985.
Descriptors: *Government attorneys--History / *Afro-American lawyers--History / *Attorneys--History / Federal government.

PUBLIC ADMINISTRATION

1-223

Laurent, Anne.

Contracting out: antagonists present two sides of story. Federal times, 21:5+, December 9, 1985.

Descriptors: *Contracts, Government--Administration--Evaluation / Federal government.

1-224

McEntee, Gerald W.

City services: can free enterprise outperform the public sector? Business and society review, p. 43-47, Fall 1985.

Descriptors: *Contracts, Government--Administration--Evaluation.

1-225

Peirce, Neal R.

State studies contracting out prisons. Public administration times, 8:2, November 15, 1985.

Descriptors: *Contracts, Government--Case studies / *Prisons--Administration / State government.

1-226

Sibbison, Jim.

Whose agency is it, anyway? How OMB runs EPA. Washington monthly, 17:19-22, December 1985.

Descriptors: *U.S. Office of Management and Budget--Rules and practice / *U.S. Environmental Protection Agency--Rules and practice / *Independent regulatory commissions--Administration--Evaluation / Federal government.

1-227 UA23 .T69s

Trask, Roger R.

The Secretaries of Defense: a brief history 1947-1985. Washington: U.S. Department of Defense, Historical Office, Office of the Secretary of Defense, 1985. 75 p.

Descriptors: *U.S. Department of Defense--History / *Executives--Biography / Federal government.

1-228 KF5407 .W52a

West, William F.

Administrative rulemaking: politics and processes. Westport, Conn.: Greenwood Press, 1985. 217 p.

Descriptors: *Administrative procedure / *Administrative agencies--Rules and practice / Federal government.

RELOCATION

1-229

Relocation glossary and directory. Personnel Journal, 64:50-96, November 1985.

Descriptors: *Relocation--Glossaries, vocabularies, etc. / *Moving, Household--Glossaries, vocabularies, etc. / *Transfer--Glossaries, vocabularies, etc.

REMOVAL

1-230

Bradshaw, David A. and Linda Van Winkle Deacon.
Wrongful discharge: the tip of the iceberg? Personnel administrator, 30:74-76, November 1985.
Descriptors: *Removal--Law and legislation.

RETIREMENT

1-231

Barron, Erma W.
The role of research and statistics in the development of social security. Social Security bulletin, 48:5-21, November 1985.
Descriptors: *Social security--Research / *Social security--Statistics / *Social security--History.

1-232

Benson, Helene A.
Thoughts on the Roth-Stevens retirement bill. Classifiers column, 16:10-11, October 1985.
Excerpt from the testimony of the Professional Managers Association before the Senate Committee on Governmental Affairs, September 10, 1985.
Descriptors: *Retirement--Law and legislation / *Pensions--Law and legislation / *Retirement / Federal government.

1-233

Best of both worlds in cash balance pension plan. Employee benefit plan review, 40:52-53, November 1985.
Descriptors: *Pension financing / *Employees' compensation / *Retirement income.

1-234

401(k) plans: income for rich or retirement security for all? Employee benefit plan review, 40:58+, November 1985.
Descriptors: *Retirement planning / *Pensions / *Deferred compensation.

1-235

Sherman, Sally R.
Attitudes of the American public toward social security. Social Security bulletin, 48:22-23, November 1985.
Descriptors: *Social security--Public opinion / Attitude surveys.

1-236

Taylor, Richard L.
Importance of private pensions to increase sharply. Employee benefit plan review, 40:64+, November 1985.
Descriptors: *Pensions / *Retirement planning.

SAFETY

1-237

David, Neal and John E. Salce.
Eye safety and health programs can improve productivity and profits. Occupational health & safety, 54:37-40, August 1985.
Descriptors: *Safety / *Clothing, Protective / *Health, Employee.

1-238

Lippert, Fred G.
Keeping up with OSHA. Supervision, 47:17-18, November 1985.
Descriptors: *Safety.

SECURITY

1-239

Laurent, Anne.
DOD adds to controls on workers handling coded materials. Federal times, 21:3+, December 9, 1985.
Descriptors: *U.S. Department of Defense--Security measures / *Security classification (Government documents) / *Espionage / Federal government.

SUPERVISION

1-240

Boss, R. Wayne.
Just between you and the boss. Training & development journal, 39:68-71, November 1985.
Descriptors: *Supervision--Methods / *Communication in management / *Management methods.

1-241

Chasnoff, Robert and Peter Muniz.
How effective is your follow-through? Supervisory management, 30:20-23, November 1985.
Descriptors: *Supervisors--Responsibilities / *Supervision.

1-242

Crosson, Laura and Brian H. Kleiner.
Understanding temperament can improve performance. Supervisory management, 30:32-35, December 1985.
Descriptors: *Supervisors--Responsibilities / *Supervisors--Characteristics / *Personality / *Productivity improvement--Methods.

1-243

Fey, Carol.
A dose of reality. Training, 22:108, November 1985.
Descriptors: *Supervisors--Responsibilities / *Supervision.

1-244

Gordon, William I.
Gaining employee commitment to quality. Supervisory management, 30:30-33, November 1985.
Descriptors: *Supervisors--Responsibilities / *Quality control.

SUPERVISION (Cont'd)

1-245
Levinson, Harold.
Appreciation...is it like gunpowder? Supervision, 47:3-5, November 1985.
Descriptors: *Supervision / *Supervisors--Responsibilities.

1-246
Ray, Darrell W. and Barbara L. Wiley.
How to generate new ideas. Supervisory management, 30:8-12, November 1985.
Descriptors: *Supervisors--Responsibilities / *Creative thinking.

TESTS

1-247
Caliste, E. R.
The relationship between the group embedded figures test and selected performance variables. Performance & instruction journal, 24:26-28, November 1985.
Descriptors: *Tests--Research / *Tests--Construction.

1-248 Ie236 .G76p
Graham, John R.
Psychological testing, by John R. Graham and Roy S. Lilly. Englewood Cliffs, N.J.: Prentice-Hall, 1984. 433 p.
Descriptors: *Tests, Mental--Textbooks / *Tests, Personality--Textbooks.

1-249 Ie221 .H61v
Hirsch, Hannah Rothstein.
Validity generalization results for law enforcement occupations, by Hannah Rothstein Hirsch, Lois C. Northrop and Frank L. Schmidt. Washington: U.S. Office of Personnel Management, March 1985. 45 p.
Lois C. Northrop is a personnel psychologist, U.S. Office of Personnel Management.
Descriptors: *Test validity / *Law enforcement personnel / Federal government.

1-250
Yelon, Stephen.
Making decisions about pretesting: it's not a simple matter. Performance & instruction journal, 24:9-14, November 1985.
Descriptors: *Tests--Administration / *Tests--Construction.

THOUGHT AND THINKING

1-251
Black, Homer S.
Riding with change. Management world, 14:12-14, December 1985.
Descriptors: *Creative thinking / *Innovation / *Change, Organizational.

1-252
Clear thinking may depend on the "hat" you wear. U.S. news & world report, 99:75-76, December 2, 1985.
Interview with Edward de Bono.
Descriptors: *Thought and thinking / *Creative thinking.

THOUGHT AND THINKING (Cont'd)

1-253
Goddard, Robert W.
Bringing new ideas to light. Management world, 14:8-11, December 1985.
Descriptors: *Creative thinking / *Innovation.

1-254
Goldstein, Marilyn, David Scholthauer and Brian H. Kleiner.
Management on the right side of the brain. Personnel journal, 64:40-45, November 1985.
Descriptors: *Thought and thinking / *Creative thinking / *Executives--Abilities.

1-255
Hines, Terence.
Left brain, right brain: who's on first? Training & development journal, 39:32-34, November 1985.
Descriptors: *Thought and thinking--Research / *Creative thinking--Research / *Executives--Abilities.

1-256
Robbins, Steven B.
Left-right brain research and its premature generalization to the counseling setting. Journal of counseling and development, 64:235-239, December 1985.
Descriptors: *Thought and thinking--Research / *Counseling--Research / *Occupational choice--Research / Literature reviews.

TRAINING

1-257
Beaudin, Bart P. and William D. Dowling.
Data collection methods used to determine training needs in business and industry. Performance & instruction journal, 24:28-30, October 1985.
Descriptors: *Training needs analysis--Statistics / *Mathematical analysis.

1-258
Blitzer, Roy J. and Roland A. Dumas.
Trainer recertification programs. Personnel journal, 64:116+, November 1985.
Descriptors: *Training officers--Certification.

1-259
Boynton, D. A.
Systems training in industry: some instructional design considerations. Performance & instruction journal, 24:16-18, October 1985.
Descriptors: *Decision-making / *Information management / *Systems theory--Study and teaching.

1-260
Bruner, John D. and Robert H. Garrison.
Record-keeping made eady. Training, 22:62-65, November 1985.
Descriptors: *Training administration--Automation / *Records administration.

1-261
Calvert, Robert, Jr.
Training America: the numbers add up. Training & development journal, 39:35-37, November 1985.
Descriptors: *Training / *Training--Statistics.

1-262
Carlberg, Scott.
Are your training videos real? or really bad? Training & development journal, 39:46-47, December 1985.
Descriptors: *Training methods / *Video tape recorders and recording / *Films--Evaluation.

1-263
Cramer, Bernice.
Training a bicultural team. Training, 22:39-42, November 1985.
Descriptors: *Training--Case studies / Training consultants--Utilization.

1-264
Feuer, Dale.
Florida Power Corporation: focus on performance. Training, 22:57-60, November 1985.
Descriptors: *Training--Case studies / *Employee development--Case studies.

1-265
Feuer, Dale.
Protecting the public: how much training is enough? Training, 22:22-24+, November 1985.
Descriptors: *Technicians--Training / *Safety--Administration--Evaluation / *Accidents.

1-266
Gayeski, Diane M.
New designs for new media. Training & development journal, 39:34-35, December 1985.
Descriptors: *Training methods / *Video tape recorders and recording / *Artificial intelligence.

1-267
Hudspeth, DeLayne.
Who trains the trainer? Performance & instruction journal, 24:30-32, October 1985.
Descriptors: *Training officers--Training / *Training needs analysis--Surveys.

1-268
Kelley, ann I., Robert F. Orgel and Donald M. Baer.
Seven strategies that guarantee training transfer. Training & development journal, 39:78-82, November 1985.
Descriptors: *Transfer of training / *Training methods.

1-269
Kelly, Paul J.
Coach the coach. Training & development journal, 39:54-55, November 1985.
Descriptors: *Training administration / *Training directors / *Coaching.

1-270
Lippert, Fred G.
Analyze before you train. Supervision, 47:17-18, December 1985.
Descriptors: *Training methods / *Supervisors--Responsibilities.

1-271
Patterson, Amos C.
Preparing educational technologists. Training & development journal, 39:38-39, December 1985.
Descriptors: *Training officers--Education / *Educational technology--Research / *Computers--Study and teaching.

1-272
Piskurich, George.
Create your own individualized media instruction center. Training & development journal, 39:42-43, December 1985.
Descriptors: *Training methods / *Conference centers.

1-273
Price, Rosalynne V.
How to take training beyond the classroom context. Personnel journal, 64:56+, December 1985.
Descriptors: *Transfer of training / *Training.

1-274
Rhodes, Dent M. and Janet White Azbell.
Designing interactive video instruction professionally. Training & development journal, 39:31-33, December 1985.
Descriptors: *Training methods / *Video tape recorders and recording.

1-275
Rosen, Jerold A.
Workshop leader checklist. Performance & instruction journal, 24:27, October 1985.
Descriptors: *Training officers--Evaluation / *Performance evaluation / *Workshops.

TRAINING (Cont'd)

1-276 Ie418.2 .Sa3d

Salinger, Ruth.
Determining the need for training: a collection of Federal agency needs assessment practices, by Ruth Salinger and Ruth Kletnick. Washington, U.S. Office of Personnel Management, Fall 1984. 153, [39] p.
Ruth Salinger is an employee development specialist, U.S. Office of Personnel Management.
Descriptors: *Training needs analysis--Case studies / *Employee development--Case studies / U.S. National Institutes of Health / U.S. Department of Labor / U.S. Department of Housing and Urban Development / U.S. Department of the Navy / U.S. Office of Personnel Management / Federal government.

1-277

Schleger, Peter R.
For effectiveness' sake. Training & development journal, 39:48-49, December 1985.
Descriptors: *Training methods / *Video tape recorders and recording--Evaluation / *Films--Evaluation.

1-278

Sheppeck, Michael A. and Stephen L. Cohen.
Put a dollar value on your training programs. Training & development journal, 39:59-62, November 1985.
Descriptors: *Training costs.

1-279

Spiller, Rex and Thomas J. Housel.
Video teleconferencing--a new training tool. Sloan management review, 27:57-62, Fall 1985.
Descriptors: *Training methods / *Telecommunications / *Audio-visual aids.

1-280

Torrence, David R.
How video can help. Training & development journal, 39:50-51, December 1985.
Descriptors: *Training methods / *Video tape recorders and recording / *Films.

1-281

Wedman, John F. and Judy M. Wedman.
Changing instructional practices using a performance engineering model. Performance & instruction journal, 24:1-4, October 1985.
Descriptors: *Training methods--Evaluation / *Curriculum design / *Change, Resistance to / *Performance evaluation.

WOMEN--EMPLOYMENT

1-282

For ailing youngsters, special day-care centers. New York times, p. B2, December 2, 1985.
Descriptors: *Day care centers / *Children of working parents.

WOMEN--EMPLOYMENT (Cont'd)

1-283
Rathbun, Elizabeth.
State seeks to employ spouses at foreign posts. Federal times, 21:22, November 25, 1985.
Descriptors: *Married women--Employment / *U.S. Department of State--Rules and practice / Federal government.

1-284 Ie154 .W13w
Waite, Linda Joan.
Women in nontraditional occupations: choice and turnover, by Linda J. Waite and Sue E. Berryman. Santa Monica, Calif.: Rand Corporation, 1985. 85 p.
Descriptors: *Women--Employment--Research / *Occupational choice--Research / *Labor turnover--Causes--Research.

WORK LIFE

1-285
Atkinson, William.
Home/work. Personnel journal, 64:104-109, November 1985.
Descriptors: *Work at home / *Hours of work / *Working conditions.

1-286 Ie154 .Ax2c
Axel, Helen.
Corporations and families: changing practices and perspectives. New York: Conference Board, 1985. 51 p. (Conference Board report no. 868)
Descriptors: *Family (Sociological unit).

1-287
Bertolino, C. A.
Secret success technique. Supervision, 47:14-16, November 1985.
Descriptors: *Success in employment.

1-288
Pierce, William R.
Some problems that come with an automated workplace. Supervisory management, 30:8-10, December 1985.
Descriptors: *Automation--Administration / *Automation--Social aspects / *Working conditions / *Technology--Social aspects.

WORKFORCE PLANNING

1-289
Cordell, Arthur J.
Work in the information age. Futurist (World Future Society), 19:12-14, December 1985.
Descriptors: *Technology--Evaluation / *Workforce planning / *Labor supply.

WORKFORCE PLANNING (Cont'd)

1-290

Deutsch, R. Eden.

Tomorrow's work force: new values in the workplace. Futurist (World Future Society), 19:8-11, December 1985.

Descriptors: *Workforce planning / *Job satisfaction / *Futures (of society).

1-291 Id214 .W89h Vol. 42

Work in America Institute, Inc.

Strategic planning for human resources, by Steven M. Director. New York: Pergamon, 1985. 46 p. (Highlights of the literature v. 42)

Descriptors: *Workforce planning--Abstracts / *Workforce planning--Bibliography.

YOUTH

1-292

Brody, Michael.

Meet today's young American worker. Fortune, 112:90-96+, November 11, 1985.

Descriptors: *Youth--Employment / *Labor supply.

☆ U.S. Government Printing Office : 1986 - 491-702/20010